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ABSTRACT

This teacher's manual contains a series of activities geared toward the teaching of career education in an integrated manner that can show students, particularly those from urban areas, the integrated nature of the career world and the importance of acquiring a variety of life skills as they prepare to enter the work world. The manual is divided into two parts. Part I, Job Awareness and Tools for the Workplace, focuses primarily on creating an awareness of the multitude of careers available in the real world through the use of several brainstorming and investigative exercises. It also includes several activities that use tools necessary for employment in the career world, such as interpreting classified advertisements, filling out a job application, and writing a business letter. Part II, Workplace Problem Solving, deals with real-world problems that businesses and entrepreneurs might encounter in the course of running a business. The activities are designed to show how "book knowledge" is directly transferrable to life in the business world. The manual also contains a vocabulary list and an answer key. (KC)

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Middle School - High School Edition

Basics

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Workplace

Basics

Teaching the A B Cs of the Career World Using Math, Social Studies and Language Arts

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Introduction

Workplace Basics: Teaching the ABCs of the Career World Using Math, Language Arts and Social Studies contains a series of activities geared toward the teaching of career education in an interesting, realistic, and subject integrated fashion. This manual could serve as a unit or as a supplement to an existing math, social studies, language arts, or business education curriculum. In this book, we intend to demonstrate to your students the integrated nature of the career world and the importance of acquiring a variety of life skills as they prepare to enter the work world.

Workplace Basics: Teaching the ABCs of the Career World Using Math, Language Arts and Social Studies is divided into two parts. Part I, Job Awareness and Tools for the Workplace, focuses primarily on creating an awareness of the multitude of careers available in the real world through the use of several brainstorming and investigative related exercises. It also includes several activities that utilize tools necessary for employment in the career world (classified advertisement interpretation, filling out a job application, writing a business letter). Each of the activities in Part I is designed to give your students an accurate and realistic look at the steps that need to be taken prior to that first day on the job.

Part II, Workplace Problem Solving, deals exclusively with real world problems that businesses and entrepreneurs might encounter throughout the course of running a business. The activities are designed to facilitate an understanding of how "book knowledge" is directly transferable to life as an adult in the real world and can be effectively utilized in both cooperative learning groups or on an individual basis.

The inevitable question, "Why do we need to know this stuff?" should be answered upon completion of these activities. Managing money, basic organizational skills, graph construction and interpretation, scale measurement, percentages, written communication skills, and basic mathematics skills are all covered and applied in these non-routine problem-solving situations designed to pique your students' interest. We think you will find them a super motivational tool to use with your current curriculum.

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Most of the activities in this book are appropriate for students possessing a wide range of abilities and interests. To help you in teaching about the career world, a vocabulary list has been supplied in the front of the manual that highlights some of the key terms and definitions discussed throughout the course of this unit. Feel free to copy it and distribute it to your students so they have their own working definition list of key terms they encounter in the unit. We have also provided you with a complete answer key for all of the solutions to Parts I and II. The key is located in the back of the book.

Workplace Basics: Teaching the ABCs of the Career World Using Math, Language Arts and Social Studies will not create Wall Street executives or million-dollar entrepreneurial overnight success stories out of your students (but then again, you never know!), but it may spark an interest in them to eventually pursue a career that they may have thought unattainable prior to being exposed to this book.

By showing the direct application of subjects and concepts taught in every school, ***Workplace Basics: Teaching the ABCs of the Career World Using Math, Language Arts and Social Studies*** creates an awareness in students that, just maybe, some of the stuff they learn in school will be necessary in their lives; perhaps sooner than they think! We at Creative Educational Publishing, sincerely believe you hold in your hands the tool that will allow your students to see the true integrated nature of the world we live in.

Kevin G. Kuckkan

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Vocabulary

The following vocabulary list contains terms and definitions that may be useful when explaining concepts explored in this manual.

Accountant: A person who is hired to handle the finances for a business

Advertising: The division of a business responsible for promoting the product to the public; the act of promoting a product or service

Applicant: A person applying for a particular job or position

Application: A form filled out by a potential employee, used in the hiring process

Balance: The remaining amount of money owed on an existing loan or bill

Benefits: Additional money, privileges or compensation given to an employee (i.e., car, insurance, etc.).

Business Career: A career involving work in a business situation; usually contained in an office setting

Capital: Money or property owned or used in a business; wealth usually in the form of money

Consumer: The person who purchases and uses the product or service

Cost Effective: A term used to describe a business situation and the costs involved; the cost of an activity, service, or product versus its value to the customer

Debt: Money a person or business owes to another

Demand: A term used to describe how much the public wants/needs the product or service; usually demand helps determine the price

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Design:	The basic outline of a product
Divisions:	The separation of departments within a business (i.e. manufacturing, sales, management, clerical)
Employee:	A person who works for someone else
Employer:	A person who hires people to work for him/her
Entrepreneur:	A person who organizes, manages and assumes the risk of owning a business
Free Enterprise:	The system that allows a business to operate for profit
Gross Sales:	The total amount in sales before production, labor, and material costs are taken away; what remains is profit (see ***Profit***)
Income	The amount of money earned from the sale of a product or service
Industrial Career:	A career involving work in a "factory" setting
Interview:	A chance for the employer to ask questions of the employee regarding the job being applied for
Inventory:	The amount of product available for sale
Investor:	A person who puts money into a company or project with an expectation of making more money (called "return on investment")
Invoice:	A list of goods shipped to a customer stating quantities, prices, shipping costs, etc.; another term for a bill
Job Notice:	A posting on bulletin boards or public places that lists job openings
Management:	The business division responsible for coordinating all other divisions
Manufacturing:	The division responsible for making the finished product
Marketing:	The activities a business undertakes to promote its products and services to its customers to increase sales (i.e., advertising)

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Material Cost: The amount of money needed to obtain the raw materials needed to manufacture the product

Merchandise: The product(s) to be sold

Net Sales: The amount of money left over after production, labor, and material costs are taken away from the gross sales

Portfolio: An accumulation of work samples reflecting abilities and achievements

Price: The amount of money the consumer pays to purchase the product or service; price is based on consumer demand

Product: The item being sold and purchased

Production Cost: The amount of money it costs to make a product

Professional Career: A career involving individuals who are licensed by a governing body (i.e., doctors, lawyers, teachers, etc.)

Profit: The amount of money remaining after all other costs have been paid

Promotion: Job advancement in the form of added responsibility; usually accompanied by a higher rate of pay

Purchase Order: The document used to identify and clarify each individual sale

Qualifications: The qualities necessary to fulfill a job position

References: People the employer can call to get information about applicants

Research and Development: Using surveys to determine the need for a product and using the information gathered to design and develop a product

Resume: A list of accomplishments, qualifications, and references from previous jobs and schooling

Retail: To sell directly to the consumer

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Return:	Term used to describe the amount of money made from an investment
Salary:	A set amount of money earned per pay period (i.e., weekly, monthly)
Sales:	The division in a business responsible for selling the product; or the amount of money made from selling a product or service
Shareholders:	People who invest in a company by purchasing shares of stock
Skilled Trade:	A job that usually involves learning a skill that requires construction using tools, machinery or hand labor
Supply:	The amount of product available for sale
Supply and Demand:	An economic phrase used to explain the relationship between the producer and the consumer
Survey:	To assess the need for a product or service
Taxes:	A percentage paid to the local, state or federal government
Technical Career:	A career involving individuals who specialize in scientific or mechanical knowledge (i.e. engineers, scientists, computer programmers, etc.)
Transportation Cost:	The cost involved to ship a product; includes fuel and labor
Union:	An organization that represents the employees of a company to ensure favorable working conditions, hours, salary, benefits, etc.
Utilities:	Electricity, heat, water, etc., usually paid in monthly installments based on usage
Wage:	The amount of money earned per hour of work
Want Ads:	The section of the newspaper in which job postings and notices are given (also called the Employment Section)
Wholesale:	The buying and selling of merchandise in large quantities, usually less than what the product sells for in a store

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Part I: Job Awareness And Tools For The Workplace

OCCUPATIONAL BRAINSTORM

Can you brainstorm an occupation that starts with each letter of the alphabet? List each career you come up with below and then write a complete sentence containing the occupation as the subject.

A _____

B _____

C _____

D _____

E _____

F _____

G _____

H _____

I _____

J _____

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K _____

L _____

M _____

N _____

O _____

P _____

Q _____

R _____

S _____

T _____

U _____

V _____

W _____

X _____

Y _____

Z _____

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CAREER HUNT

This activity is an opportunity for you to investigate different occupations that may be of interest to you. The list below consists of some common (and uncommon) occupations found in the work world. Choose 15 of the occupations listed and create a portfolio file on each occupation you select. This may involve approaching people you do not know, but whose occupation is of interest to you. Please be polite and courteous when asking for the information you need and understand when a person does not wish to participate in your project. Each of your occupation files should include the following information:

1. A description of the job and its responsibilities, the name and signature of the person who does the job and the hours they work per week.
2. The exact location of the job.
3. Any special requirements or skills that are necessary to perform the job.
4. Concrete evidence from the occupation in the form of a purchase order, restaurant bill, business card, or any other piece of evidence that would show that these people perform the job described.

Accountant
Automotive Machinist
Aquatic Biologist
Architect
Banker
Beautician
Biochemist
Cashier
Certified Public Accountant
Chef
Chemical Engineer
Clothing Alteration Expert
Computer Programmer
Computer Technician
Construction Worker
Cosmetologist
Custodian
Dairy Farmer
Dental Hygienist
Disc Jockey
Doctor
Drill Press Operator
Elected Official
Electrical Engineer
Electrician
Engineer
Environmentalist
Excavating/Loading
Farmer
Fashion Designer
Fish/Game Warden
Flight Attendant
Food Service Worker
Foundry Worker
Geologist
Green House Worker
Guard
Hair Dresser
Highway Patrol Officer
Homemaker
Hospital Worker
Hotel/Motel Worker
Industrial Worker
Inspector
Instructor
Insurance Agent
Janitor
Jeweler
Journalist
Judge
Knitter
Lab Assistant
Land Surveyor
Landscape Architect
Lawyer
Librarian
LPN (See Nurse)
Livestock Farmer
Loan Officer
Locksmith

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Machinist
Mail Carrier
Manager
Map Maker
Marine Biologist
Mason
Mechanic
Medical Worker
Model
Musician
Natural Resource Worker
Nursery School Worker
Nurse
Oceanographer
Office Manager
Operator
Optometrist
Painter
Park Ranger
Pediatrician
Pest Control
Technician
Physical Therapist
Physician
Pilot
Plasterer
Plumber
Postal Worker
Psychologist
Purchasing Manager
Quality Control Manager
Railroad Worker
Ranger
Real Estate Agent
Receptionist
Repairer
Restaurant Worker
Retail Worker
Roofer
Sales Clerk
Sales Representative
Sales Person
Scientist
Sheet Metal Worker
Social Worker
Sporting Goods Sales
Steel Worker
Stock Broker
Store Owner
Supervisor
Surgeon
Surveyor
Systems Analyst
Taxidermist
Teacher
Technician
Teller
Therapist
Tool and Die Maker
Truck Driver
Ultrasound Technician
Upholsterer
Urban Forester
Veterinarian
Videographer
Waitress/Waiter
Water Chemist
Welder
Wood Worker
Word Processor
Writer
X-Ray Technician
Zookeeper
Zoologist

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ON- THE-JOB-INTERVIEW

The following questions and statements can be used by you to interview a person who is in a career or occupational field that you may be interested in. This person could be a neighbor, relative, family member or even a friend's family member.

Keep in mind, though, that some of your questions may be personal and some people may not feel comfortable answering all of them. Record their answers below as completely as you can, and remember to be polite and thank the person when the interview is completed.

1. What is the official title of your job? _____

2. Into which of the following areas does your job fall; manufacturing, clerical, professional, or management? _____

3. Describe what you do on your job. _____
   _____
   _____
   _____
   _____

4. Did you need any special training or experience to get your job? If so, what? _____
   _____
   _____
   _____

5. Did you see your job advertised in the newspaper? If not, how did you find it? _____
   _____
   _____

6. Do you know of any other people who have the same job as you? _____
   _____

7. Do you need to wear a uniform or special clothing to perform your job? If yes, does your employer pay for them or do you? _____

8. What special tools do you need to do your job? _____
   _____

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9. Does doing your job ever put you in a situation where your safety may be at risk? ____

10. Tell me about the best part of your job. _____

11. If you could change one part of your job, what would it be? _____

12. Is this a job that both men and women are hired to do? Why or why not? _____

13. Do you have to be a certain age to work this job? _____

14. Are you paid on an hourly basis or are you paid a salary? _____

15. How often are you paid? _____

16. Do you receive any other benefits from your job (insurance, bonuses, company car)?

17. Are you a member of a union? Why or why not? _____

18. Are you able to be promoted at your job? _____

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Application for Employment

TORQUED TOUGH BIKE CENTERS

PERSONAL INFORMATION

Name (last, first, middle)_____

Address_____ City_____ St___ Zip_____

Birthdate_____County/State of Birth _____

Phone _____ Social Security Number_____

Parent or Guardian (if under 18)_____

Address_____ City _____ St ___ Zip_____

Phone _____

EDUCATION

School _____ Phone _____

Address_____ City_____ St ___ Zip_____

Last grade completed_____When?_____Grade Point Average ___

Counselor_____ Enrolled?_____

Sports or Activities _____

_____

Awards or Recognition_____

AVAILABILITY

Full Time___ Part Time____ *(check one)*

If part time, answer the following: I am able to work _____ hours/week.

Indicate the times you would be able to work during the week:

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
From:						
To:						

Can you provide your own transportation to work? Yes____ No____

PREVIOUS EMPLOYMENT

Employer_____ Phone _____

Address_____ City _____

Job Held _____ Rate of Pay_____

Supervisor_____ Reason for Leaving _____

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Answer the following as completely as you can:

What qualities do you possess that would make you a productive addition to our staff? _____

_____

_____

_____

_____

Explain a goal you have set for yourself in your life. _____

_____

_____

_____

_____

Where do you see yourself in 10 years? _____

_____

_____

_____

REFERENCES

Name (last, first, middle) _____

Address _____ City _____ St ___ Zip _____

Phone _____ Relationship to Applicant _____

Name (last, first, middle) _____

Address _____ City _____ St ___ Zip _____

Phone _____ Relationship to Applicant _____

I hereby attest that the information stated in this application for employment is factual and true. Any false statements may result in my removal from the hiring process.

Signature _____ Date _____

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SALES/MARKETING JOB LISTINGS

Commission Sales: We are looking for people to join our staff as commission sales personnel. No experience necessary! We will train you on the job. Expect to earn up to $900.00 per week in our fast paced company's road to the top. If you are a risk taker call us at 555-8890.

COMPUTER SALES
We are a rapidly expanding computer company wishing to open a retail store in this area. If you have sales experience, have a drive to succeed or just know a lot about computers, give us a call! We are just the opportunity you are looking for! Hourly starting wage of $6.50/hr. plus commission. 555-5211, ask for Mary.

Computer Sales: You can make up to $450.00/wk doing what you know best - talking computers! Knowledge of various programs popular among the general public a must. Apply in person at ComputerWorld, 378 W. Addison, Chicago, IL.

CUSTOMER SERVICE
Full time position. Must be responsible, assertive, highly organized, hard working, along with problem solving skills and a friendly customer service attitude. Excellent pay and benefit package. Send resume and letter to J. Moore, P.O. Box 122, Omaha, NE

Dental Sales: Leading company in the sale of dental products is looking for qualified sales people to head their regional operation. Salary of up to $50,000 plus benefits and company car. American Dental Products, 555-9805 (Linda).

Furniture Sales:
Full time, experience and enthusiasm a must! Apply in person, Michael's Furniture, 612 S. State St., Milwaukee, WI 53213

FURNITURE SALES
Outgoing sales person, full or part time, flexible hours, weekends and some evenings. Salary plus commission. Top notch company selling only the best! Call Mr. Gillen, 555-3348.

GROCERY SALES: A major food company, Diamond Foods, has an opportunity for a salesperson based in this area. In order to take advantage of this opportunity your background must include sales experience (1-2 yrs.), a college degree or related experience in this field, plus the drive and determination to meet challenges and work independently. We offer a competitive salary, bonus program, car and expense package. Please respond by sending resume and salary requirements to:
District Manager
Diamond Foods, Inc.
465 Corporate Drive
Dubuque, IA

Hospital Sales:
Nursing experience or 2-5 yrs. of sales work a must. Knowledge of medical profession a plus. $35,000 plus commission plus car! Call Med-Help at 555-4876. Qualified applicants need only apply.

Insurance Sales
Learn a new profession without leaving your present job. Full service agency seeks person with pleasant telephone voice and personality to sell insurance packages. Will train and guarantee up to $30,000 for first two years of employment. Unlimited earning potential! Call555-9371.

Machine Tool Sales:
Aggressive, self motivated individual to sell exclusive lines of machine tools. Knowledge of machine shop and tools a must. Hourly pay of $12.50/hr. plus benefits and car. Send qualifications to:
Mike Becker
703 Wexford Way
St. Paul, MN 66056

Motorcycle Sales:
Experience helpful but not necessary, will train, but must be willing to learn. Will be responsible for selling in our showroom as well as servicing our customers in our parts department. $5.75/hr plus commission. Apply in person at:
Freedom Wheels
1318 Stanton Rd.
Cedar Rapids, IA 72314

Outside Sales:
Office products sales opportunity for the right person. Must be highly motivated and excited by a challenge. Experience preferred. Salary plus commission, Excellent benefits package. Send resume to J. Perrin, P.O. Box 231, Kansas City, MO 43352

Real Estate Sales:
Recreational Land Sales has a position available for a salesperson on our team of highly successful real estate agents. We sell land and lots of it! And so can you! If you like to sell or if you just like to make money, call us at 555-3346.

Retail Sales:
Locally based sporting goods store is seeking a motivated, sports minded person to sell golf, tennis and racquetball equipment to our customers our 54th St. store. Full time, $5.00 per hour. Promotions are always a possibility! Stop in and see us between 8 a.m. and 5p.m.

Salesperson: For bridal shop. Experience preferred but will train. $6.35/hr., 555-8723

SALES PERSON:
Local snack food company seeks an energetic person to service sales routes in this area. No experience necessary, will train. Starting salary of $24,000, plus car. Apply in person.
Snack King
8934 E. Pembine Rd.
Louisville, KY 53441

SALES: Highly motivated individual with strong sales background for alarm systems sales company. Earning potential of $5000/month to most qualified applicant. Full and part time positions available. Call Sydney at 555-LOCK

Sales:
Competitive pay for a person who has a desire to succeed in a new and inviting field. We are the leader in interactive entertainment systems and you are the person we need. We will train you. All you need is motivation! Call Patricia at 555-2376.

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SALES/MARKETING JOB LISTING INFORMATION SEARCH

Below are questions that will be used to help you explore the Sales and Marketing advertisements of the employment section. These positions will require the applicant to be responsible for selling or promoting a product or service. Some of these jobs require traveling while some can be performed in an office setting. Answer each question as completely as you can.

1. A position as a salesperson is available with the Diamond Foods grocery store chain. The ad states that applicants must possess three qualities to be considered for the opening. List those three qualities below:

   _____
   _____
   _____

2. Find the ad that is looking for a salesperson at a bridal shop. The person hired for the job will work part time for 30 hours per week. How much could you expect to get paid per week before taxes are taken out? How much could you make in a 4-week month? A year?

   _____
   _____

3. ComputerWorld in Chicago, IL has placed an ad for a computer salesperson. In a complete sentence (or sentences) explain the qualifications necessary to perform the job and the amount you could plan on making per month. _____

   _____
   _____

4. What will you be responsible for if you are hired as a motorcycle salesperson for Freedom Wheels in Cedar Rapids, IA, and what would be your hourly wage? _____

   _____
   _____
   _____

5. Where and when do you need to contact the person regarding the sales position listed at a sporting goods store? What can you plan on selling to your customers and how much will you be making during an average eight-hour day? _____

   _____
   _____
   _____

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6. An ad appears for a hospital salesperson. What specific characteristics are needed in order for you to be considered for this opening? What benefits do you receive besides your salary?

7. Look over the Sales and Marketing Job Listing one more time, paying close attention to the jobs that may be of interest to you. Decide on the job that appeals to you the most and write a paragraph explaining why it interests you. In your paragraph, include the skills, knowledge, experience and personality traits that you possess that may help make you successful at this particular job. Be as specific as you can.

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PROFESSIONAL/TECHNICAL JOB LISTINGS

Interior Designer: Great opportunity for the right individual to manage and be responsible for the continued success of an interior design company. Must have design experience. Send resumes to: President, 23778 Ridge Rd., Fairfax, VA

INTERIOR DESIGNER
Experienced in kitchen, bedroom and bathroom design. Fax resume to 555-3490.

Lab Technician:
Candidate should have 1-2 years experience in conducting and recording laboratory test results. Electrical, mechanical and personal computer skills a must. Good verbal and written skills necessary as well. Starting salary of $39,000. Send references and qualifications to:
U.S. Laboratories
P.O. Box 455
San Antonio, TX

Lab Technician
Chemical company seeking a Lab Tech for quality control and to assist in product development. Position requires a two year Associate Degree and/or previous laboratory experience. Send resume and salary requirements to:
Exclusive Chemical
4002 Chemist Circle
Baton Rouge, LA 34498

LANDFILL MANAGER
We are seeking a general manager for a new landfill in this area. Individual will be responsible for the overall operation and for managing construction of the new phases of the landfill. Responsible for the supervision of the entire staff on site at the landfill. Qualified applicants will have at least a high school diploma or GED and have prior landfill management experience or construction experience. Salary : $25,500 starting. To apply send resume and qualifications to:
Landfill Manager
P.O. Box 356
Spokane, WA 98034

Landscape Design/Sales:
Full time position for landscape design sales person. Must have good knowledge of plant material and residential landscape techniques. Excellent salary and benefits. Super work environment and advancement opportunity for promotion. Winterland Nursery, 12890 Mill Rd., Madison, WI 57832; 555-3572.

Landscape/Nursery Laborers:
We are seeking hard working individuals for full time positions on our labor crews for this upcoming planting season. Experience preferred but not required. $5.65/hr. Call Winterland Nursery, 555-3572 and ask for Roxanne.

Law: Part time legal secretary for respectable law firm. Flexible, 16 hours plus a week. Typing and computer skills a must. $9.00 per hour. Send resume to Jaffers and Maclint, P.O. Box 53, Chicago, IL 60601

MACHINIST
Job requires 3 plus years experience on lathe and drill machines. Must be able to work from drawings with a high degree of accuracy. Welding experience a plus. First shift position available from 6 am to 3 pm, $15.60 per hour and benefits. A super opportunity with a superior company! Send resume and qualifications to:
Plant Manager
Snappy Tool
236 N. 4th St.
Rochester, MN 58312

Machinist:
Hands on punch press, cutting, grinding and computer set up of in state of the art machine shop. Knowledge of computers is a must as applicant must be able to program machinery in order to perform. Busy shop, overtime possibilities most definite. $13.95/hr. with advancement possibilities every 90 days. Call 555-TOOL.

MECHANICAL DRAFTER
We need a mechanical drafter with good people/problem solving skills. Applicant needs to be able to process engineering drawings, order parts, and work with our manufacturing department as well. Drafting experience preferred but not necessary. Will train an under-qualified hard worker who is committed to our team. K.C.K. Inc. 555-2965

Mechanical Designer, Machines:
Immediate need for a qualified designer to fill a vacancy in our design department. Automated machine experience necessary. Apply in person with qualifications to:
General Machine, Inc.
P.O. Box 98
Schaumburg, IL 61243

Music Director: We need an energetic music professional with solid experience and connections in the commercial recording industry to direct the growth of our rapidly growing record company. Individual will be responsible for finding original and existing music, negotiating contracts, directing music production and developing a long term business strategy. Must relocate to beautiful Northern New York state and be free to travel throughout the country as needed. Bachelor's degree in music or business a must. No phone calls please. Send letter with qualifications to:
Deb Onkiyama
Upstate N.Y. Music Co.
Syracuse, NY 10893

PHARMACIST
$4000.00 bonus to accepted applicant. Excellent starting salary in the mid $50,000s. An extra $1500.00 if you can start within the next three weeks. Pharmacy is in small town 20 miles west of Helena, Montana. Professional certification, licensing and proof of pharmaceutical degree is mandatory for all applicants. Call, don't write! 555-4893.

Photographer, Weddings: Must be experienced and own your own equipment. Own transportation a must as well. Interested applicants write to: Pictures by Patty, 3301 Newton Blvd., Rockford, IL 62390

Photo lab Technician:
Commercial Photo Studio seeks a qualified technician for its mounting and finishing department. Must be experienced in all aspects of photography and film developing. Apply in person at: Photo Lab, 23156 Lincoln, Ave., St. Paul, MN

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PROFESSIONAL/TECHNICAL JOB LISTING INFORMATION SEARCH

A career in a professional or technical field usually involves specialization in a scientific or mechanical area (scientist, engineer, machinist) or it involves becoming licensed in order to perform a particular job (doctor, lawyer, teacher). The following questions will help you learn about jobs in these fields and will give you an understanding of what will be expected of you should you choose to pursue a similar career.

1. Snappy Tool is interested in finding a machinist for a first-shift position at their Rochester, MN plant. If you were hired, worked 40 hours per week, had a rent payment of $350.00 and a car payment of $245.00 per month, how much money would you have remaining for your other living expenses (food, gas, electric bill, etc.) after these bills have been paid? Write your answer below and state whether or not this amount could provide a comfortable lifestyle for you. _____

2. A position for a lab technician advertises a starting salary of $39,000. List all of the qualifications the ideal candidate should possess in order to be considered for this job. Also, determine what your monthly income will be if you are hired for the job.

3. A pharmacy in a small town in Montana is looking for a pharmacist. How much will your salary be and what incentives are they offering to help make applicants more interested in the job? Do you think the incentives will work? Why or why not? _____

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4. Upstate New York Music Company has a position available. Describe the job requirements necessary to fill the position. What skills and knowledge do you think would be necessary to perform the duties required of this job? Is this a job for which you might be suited someday? Why or why not? Explain. _____

5. Several of the jobs include specific educational requirements necessary in order to be considered for the position advertised (GED, high school diploma, 2-year degree, 3-year degree, 4-year degree). Rank the jobs in this "education group" (favorite to least favorite) and write an explanation below stating why you put them in the order you did (location, job duties and responsibilities, salary/hourly wage, personal likes/dislikes). Be as complete as possible in your explanation. _____

6. Now rank the jobs that do not appear to require special educational requirements for their interested applicants (favorite to least favorite). What skills must you personally learn before you are qualified to apply for jobs of this type? Which of these jobs would allow you to live a comfortable lifestyle and why? _____

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WRITING A REQUEST FOR AN INTERVIEW LETTER

Of the jobs you ranked in the last two questions of the Information Search, choose one job on the Professional and Technical job listing that is the most appealing to you. Using the form on the next page, write a business letter to the "boss" expressing an interest in the job. Remember that first impressions are lasting and that you want to write in clear, easily understood sentences. Like any type of business letter, a request for an interview letter needs to have certain qualities as well.

The first paragraph of your letter should include three things: an introduction (stating who you are), a statement that explains the purpose of your letter, and a statement that explains how you came to know of the job opening (advertisement, friend, etc.).

Paragraph two will include the top three reasons why you are the best candidate for the job (sell yourself and your qualities). The third, and final, paragraph will include information your potential employer should know should she/he decide to contact you regarding the position. To avoid waiting by the phone for a reply, tell the employer that you will contact them at a specific date and time to discuss this position. End the letter by thanking her/him for their consideration and that you look forward to meeting them to discuss this position further.

Don't forget to include your name, address, and telephone number on the last lines of the letter. Remember that you are competing against many (maybe hundreds) of other applicants for the same position. Give your letter that little something extra that will make it stand out from the rest. Give it some life (but always be honest). Good luck with your job hunt!

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_____ (today's date)
_____ (name and address of employer)
_____
_____
_____

Dear _____: (Mrs., Ms., Mr. Employer)

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Sincerely,

_____
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_____

(your full name, address, phone number)

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MISCELLANEOUS EMPLOYMENT JOB LISTINGS

COOKS
We are currently seeking experienced lead/head cooks for our fine restaurant. Flexible hours, full and part time positions available. $8.00 per hour. Apply in person at JC's Grill, West 98th St., Dallas, TX 42512

Cook:
6 a.m. to 10:30 a.m. Monday through Thursday. Assist with general food preparation and clean up procedures and stacking shelves. Must be able to lift 50 lbs. and have food service experience. Starting pay is $4.00 per hour. Call Robert at 555-0307.

Cook:
Full time position available for a person knowledgeable in deli-type cooking. Hot foods, salads, party foods, etc. Must be capable of handling high volume kitchen and work as part of a team to accomplish goals. Apply at: A to Z Foods, 1289 S. 6th St., St. Louis, MO 31908

Desk clerk:
Part-time for a small appliance store, sales and service required. Afternoons and Saturdays. Starting at $3.65 per hour. Call 555-1180.

Lifeguard/Diving Instructor:
Part-time positions for mature, responsible individuals. CPR and First Aid training preferred for both openings. Lifeguards need to work early morning and evening shifts. Must possess current Advanced Senior Lifesaving license. Diving Instructor will work Saturdays. Ability to work well with children and experience in diving instruction are desirable. Free membership included. Apply in person to:
South Side Community Center
1873 Chaffee Ave.
Fayetteville, NC

Light Assembly:
$4.40 per hour. Several long term positions available. No experience necessary. Must have a car. Please call Laura at 555-4624

Truck and Building Washing:
Energetic and well groomed candidate needed. Must have up-to-date drivers license and own vehicle. Competitive pay. Call Lupe at 555-3009.

NANNY
A loving person wanted to care for our two children (ages 9 and 11) before and after school and take care of house in Eden Prairie, MN (suburb of Minneapolis). Full-time, permanent, live-in position starting immediately. Own room and TV in modern home. Good references required. Could go to school part time or do other part time job outside of house. Starting pay is $400.00/wk. Call in a.m.or after 7 p.m., 555-8380.

Parts Driver:
We have an immediate opening in our parts department for a full-time driver. Duties include driving and picking up orders from our auto parts wholesalers. Must have good driving record and neat appearance. Job pays $5.75/hr. Call 555-7900

PICTURE FRAMER
Part/Full-time. Previous sales experience with art and a framing background are necessary. Benefits and competitive salary are included. Apply at:
Picture This, 438 Beech Rd., Del Mar, CA

Political activist:
The Citizen's Action Group, the state's largest political action group, is now hiring part time help. We want polished, motivated individuals to contact our members by phone for organizing campaigns. Salary $6.00/hr. to start, $8.00/hr. after four weeks. Call 555-VOTE, ask for Kari.

Printing Press Workers:
Immediate openings exist in the Press Department of our LaCrosse, WI plant. Qualifications include a high school diploma or GED and the physical ability to do lifting, carrying, bending, walking, and standing. The openings exist on all shifts and overtime will be required. $13.65 starting pay and time-and-a-half for overtime pay. If interested, call Edwin at 555-4983.

Produce Manager:
The largest grocery store chain in the country, Dom's Foods, has an immediate opening for a produce manager at its Lincoln, NE store. Responsibilities include ordering produce from wholesalers , hiring and managing staff, and assisting in the general operation of the store. Candidates must possess computer knowledge, problem solving skills as well as the ability to function as part of a team. Salary $23,000 and up. Send resume to: S. Hernandez, District Manager, 28762 Corporate Rd., Lincoln, NE 70506

VETERINARY ASSISTANT
Full time, benefits. Job duties will be varied ranging from assisting checkups to assisting minor surgical procedures. Must be a pet lover. Hours are 6 a.m. to 4 p.m. Monday through Friday, Saturday mornings. Starting pay of 7.75/hr. with raises possible every 3 months. General knowledge of animals and basic animal care may be helpful. Call 555-BARK.

Warehouse Worker:
Warehouse company is seeking an energetic individual to join its staff. Full and Part time positions available. Duties include filling orders and general warehouse duties. Candidates must be able to lift up to 50 lbs. and possess fork lift driving experience. Starting wage is $7.90 per hour plus benefits. Call 555-4470 between 10 AM and 5 PM.

Welding:
No experience necessary. Training on the job, starting at $5.45 per hour. Must have own transportation. High school grads only, ages 18-34. Call 555-8114.

Zoo Worker (seasonal):
Lincoln Park Zoo, Chicago, IL is currently looking for someone to fill this seasonal position. Person will have a neat appearance, possess a valid driver's license, be at least 16 years of age, and have excellent people skills. Job duties include general maintenance and care of the zoo grounds as well as the cleaning of certain animal dens/cages. $5.10 per hour is starting pay. Expect to work at least 40 hour per week. Call Wanda at 555-9971 or pick up an application in person.

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MISCELLANEOUS EMPLOYMENT JOB LISTING INFORMATION SEARCH

The jobs listed in the Miscellaneous Employment section do not fall under the "Sales and Marketing" or "Professional and Technical" headings for one reason or another. Most of these jobs do not require any specialized education and would appeal to a wide variety of applicants. Some of these positions will start at minimum wage, while others that do require prior experience pay a considerably higher wage. The following questions will help you gain an understanding of some of the jobs available in this particular area.

1. A position is available for a printing press worker at a printing plant in LaCrosse, WI. Below, write a paragraph stating the educational requirements, the physical demands of the job, and the starting pay you would receive should you be hired. _____

2. Three separate restaurants have openings available for cooks. Read each of the advertisements carefully and write a paragraph below that compares and contrasts the advantages, disadvantages, similarities and differences of each position. Include in your paragraph information about job responsibilities, job location, wages, and any other requirements or duties that the applicant will be expected to possess and perform. Finish the paragraph by stating whether or not a career in the food service industry would be something you would want to pursue. Would you rather be a waitress/waiter? Manager? Owner? Be specific.

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3. Two positions, veterinary assistant and zoo worker, specifically call for the ability to work with and care for animals on a regular basis. In the space provided below, determine the necessary information for each. When the information is not provided in the ad, leave the line blank.

Veterinary Assistant

Job Responsibilities _____

_____

_____

_____

Qualifications _____

_____

_____

Starting Pay _____

Hours _____

Phone Number _____

Zoo Worker

Job Responsibilities _____

_____

_____

_____

Qualifications _____

_____

_____

Starting pay _____

Hours _____

Phone Number _____

4. If you were offered both of these jobs at the same time and were asked to make a decision as to which one you wanted, which would you take and why? _____

_____

_____

_____

_____

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Part II: Workplace Problem Solving

FISHY BUSINESS

Violet and Vincenzo Pinetti are the proud owners of "Vi and Vin's Wholesale Fish Market" on Long Island, New York. They specialize in catching, packing and wholesale shipping fresh water fish and seafood. Vi and Vin fill orders nationwide for seafood restaurants from the East Coast to Colorado, with their fleet of six refrigerated semitrailer trucks. Vin does the fishing while Vi is the brains of the operation; making shipping schedules, writing purchase orders, paying drivers, and basically trying to keep the business from "floundering."

Vi has a system she thinks is fairly efficient and profitable. She has set up a mileage chart to determine how much each driver will get paid for the delivery route they drive; the longer the trip, the more money a driver gets paid (see mileage cost chart on the next page).

Before each shipment goes out on the road, Vi carefully plans the fleet's schedule to make the delivery as cost-effective as possible. Delivery routes (see Delivery Schedule on the next page) are planned carefully to guarantee Vi and Vin aren't wasting time or money by having two drivers deliver to the same area of the country in the same week. Mileage amounts are determined before the drivers leave so Vi will know exactly how much she will have to pay each driver upon their return.

Each order Vi takes is a wholesale purchase sold in 100 lb. cases varying in price depending on the type of seafood and its availability. Lobster, for example, has a current wholesale market value of $10.00/lb. or $1,000.00 per case! That's enough to make even Vin smile! Refer to the price chart Vi has set up to see the variety of seafood Vi and Vin offer as well as the price per case they charge each of the restaurants that order from them.

Vi has decided it's time to take a break from the hectic pace of the market. This week, she is accompanying Vin on his boat to live the life of a commercial fisherman. You have been hired to keep the books and to make sure everything gets taken care of while Vi is gone. She left the schedules for you, but she has also left you to determine: 1) the mileage each driver drives and the amount each will get paid upon his/her return; 2) how much money Vi and Vin should receive from their sales for the week, and 3) whether Vi and Vin turned a profit.

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MILEAGE COSTS - One Way Trip

1,000-1,500 miles = $2,000.00
1,501-2,000 miles = $3,100.00
2,001-2,400 miles = $3,800.00
2,401-2,800 miles = $4,500.00
2,801-3,400 miles = $5,200.00
3,401 miles and + = $6,500.00

MARKET PRICE PER CASE

Flounder (F)	$275.00	Cod (C)	$405.00
Ocean Perch (OP)	$300.00	Red Snapper (RS)	$410.00
Sea Scallops (SS)	$340.00	Fresh Oysters (O)	$425.00.
Walleye Pike (W)	$365.00	Haddock (H)	$430.00
Salmon (S)	$380.00	Lobster (L)	Market price on day of sale: $10.00/lb. or $1,000.00/case

DELIVERY SCHEDULE

	Driver 1	Driver 2	Driver 3
	Dover, DE	Hagerstown, MD	Boston, MA
Order:	**3S, 4O**	**7S**	**2F, 2SS**
	Raleigh, NC	Lexington, KY	Portland, ME
Order:	**2RS, 3F**	**2W, 1OP, 2O**	**1RS, 1H, 1C**
	Washington, DC	Fayetteville, AR	Buffalo, NY
Order:	**5L, 1SS**	**4L, 2H**	**3W, 1OP, 2L**
	Atlanta, GA	Shreveport, LA	Erie, PA
Order:	**1W, 1H, 2F**	**1F, 3SS, 1W**	**6O, 2F, 3H**
	Orlando, FL	Baton Rouge, LA	Columbus, OH
Order:	**3OP, 2C, 2L**	**1S, 1RS, 4C**	**5W, 1C**
	Miami, FL	New Orleans, LA	Cleveland, OH
Order:	**1RS, 2O, 4W**	**2L, 4F, 3O**	**6RS, 2L, 1S**

Total Order Cost:
Approx. Route Mileage*:
Delivery Route Cost:

** Calculate mileage using the map on page 31. Do not include the return trip in your mileage amount.*

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DELIVERY SCHEDULE (continued)

	Driver 4	Driver 5	Driver 6
	Detroit, MI	Cincinnati, OH	Philadelphia, PA
Order:	**4RS, 2L**	**3C, 4W, 1OP**	**3W, 1L, 2S**
	Gary, IN	Chicago, IL	Louisville, KY
Order:	**3H, 2W, 2C**	**4F, 4L, 2C**	**10C, 1F**
	Indianapolis, IN	Milwaukee, WI	Dubuque, IA
Order:	**4OP, 3SS**	**3H, 1RS, 3O**	**4RS, 2OP**
	Springfield, IL	Minneapolis, MN	Denver, CO
Order:	**4O, 7F, 1H**	**2SS, 2L, 5W**	**3C, 2SS**
	St. Louis, MO	Fargo, ND	Dallas, TX
Order:	**3C, 1H, 2L**	**6S, 3C**	**1S, 1F, 4W**
	Kansas City, MO	Omaha, NE	San Antonio, TX
Order:	**5S, 2OP, 1L**	**2L, 1SS, 1F, 1H**	**4S, 4L, 3W**

Total Order Cost:
Approx. Route Mileage*:
Delivery Route Cost:

** Calculate mileage using the map on page 31. Do not include the return trip in your mileage amount.*

1. Determine the length in miles of each delivery route and the amount each driver will get paid upon returning to Long Island. _____

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2. How much money can Vi and Vin expect to receive in sales for this week's deliveries? What other costs, other than delivery and labor, do you think Vi and Vin would have to use this money for? _____

3. Determine the dollar amount difference between this week's sales and mileage costs. Does this amount represent clear profit? Why or why not? _____

4. List some of the skills a person would need to run a business of this nature and some of the risks that may be involved. Be specific. _____

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5. On the space provided below, make some suggestions as to how Vi and Vin could make their business more profitable. Do you see an area where money or time is being wasted? Write a paragraph with your assessment of how their business is being run.

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Delivery Destination Map

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DESIGNER DUDS

From a young age, Veshon Simmons has possessed a keen eye for fashion. It seems Veshon was always one step ahead of the next fashion trend to sweep the country, and it gave him a reputation as someone "in the know" in his home town of Oakland, CA. As he grew older, Veshon decided to use his fashion sense to his advantage and get involved in the clothing industry, so he set out to open a clothing store catering solely to people who prefer "cutting-edge" styles: everything from hip-hop to grunge to classic to dance club looks. Veshon planned on carrying them all.

Veshon knew a lot of people in the Oakland and San Francisco areas who could provide a continuous supply of the hottest styles from the most innovative designers, so assembling inventory was not a problem. Running and organizing a business, however, scared him to death.

Veshon had taken a few business-related courses in high school, but he really didn't pay much attention because he thought he'd never have any use for them. Times change, and he now wishes he would have done better, because it would have given him an understanding about what it takes to start and maintain a small business.

He felt he needed someone else's guidance and knowledge to really have a chance at making his entrepreneurial business succeed, so he recruited his sister, Monique, who had recently completed a two-year program in business management at Bay Area Community College. Monique's job was to help Veshon get the business up and running.

"The first thing you need to do is determine how much you're going to have in expenses. You know, rent and utilities," Monique said. "Have you figured out what all your monthly debts will be with those costs alone?"

Veshon produced his business notes. "I know the rent is $1,000 a month, and the landlord said I can expect to pay about $200 on electricity and other utility expenses, and I've projected about $300 in phone bills per month. So I guess my monthly debt right now is about $1,500," he said. "I'm going to have to sell a lot of clothes to cover those costs!"

"Well, you're partly right, Veshon," said Monique. "But it all depends on your mark-up costs on each designer's line of clothing. A mark-up is the percentage amount you mark up an item to cover the cost you paid for the item, and still come out making a profit. For example, if I bought a pair of baggies from a designer for $30 and wanted to mark them up to make a profit, I might decide to mark them up 50%.

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That would give me a profit of one-half what I paid because I'd sell them for $45 and make $15 profit. You must decide how much you have to mark up your merchandise. Let's take a look at the designers you're going to work with."

Veshon showed Monique a list of three designers he planned to buy from. Designers usually set their own payment plan, and these three were no different. Each designer had a different method by which they wanted to be paid. Below is the list Veshon showed Monique.

Designer	**Payment terms**	**Inventory amount in dollars**
Keo Jackson	Payment due within 30 days of receipt of merchandise	Startup inventory of $1,000
Conchita Morales	Payment due upon receipt of merchandise, cash only	Startup inventory of $1,500
J. Bellamy	25% due upon receipt of merchandise, with balance due within 30 days	Startup inventory of $2,000

"The first thing you need to do," Monique said, "is determine how much you will owe each month in inventory costs alone. Then, you'll need to decide how much you'll mark up each line of clothing to ensure you make a profit. It's tricky. Markups in the fashion industry vary from 50% to 300%, and you'll have to know how much your customers are willing to pay. Also, you can't count on selling all of your clothes over a one-month period, so you'll have to consider your markup costs to ensure you will make a profit even if not all the clothes sell."

After careful consideration, Veshon and Monique came up with this plan for marking up their merchandise.

Designer	**Markup**
Keo Jackson	100% on all merchandise
Conchita Morales	150% on all merchandise
J. Bellamy	250% on all merchandise

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After one month in business, it was time to pay their outstanding debts to the designers. Monique was right, they didn't sell out of any designer's lines, but she thought they did sell enough to make a profit. Use the following sheet she and Veshon used to track their monthly expenses. The sheet contains all the money they owe in rent, utilities, inventory, percentage of each designer's inventory they sold, as well as the "bottom line," in other words, whether they made a profit.

Expenses

Rent $1,000 (due at the end of the month)

Utilities $ 200 (The landlord was right on with his prediction!)

Phone $ 335 (Veshon's FAX machine drove the cost higher.)

Designer **Inventory sold**

Keo Jackson This month's hottest line of clothes, Veshon sold 75% of all available merchandise. *NOTE: Veshon paid nothing to the designer at the beginning of the month, so his bill is due in full.*

Amount due _____ Profit/loss _____

Conchita Morales This line didn't sell as well as Keo's, but Veshon still managed to sell 50% of the inventory he was supplied. *NOTE: Veshon paid her for her inventory when he received it on the first of the month, so he owes her nothing now.*

Amount due _____ Profit/loss _____

J. Bellamy Veshon's most expensive line of clothes. It's understandable why he only sold 25% of the inventory Bellamy supplied. *NOTE: Veshon paid 25% at the beginning of the month, so the balance is due now.*

Amount due _____ Profit/loss _____

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1. Given the set of circumstances described above, did Veshon and Monique make money or lose money in their first month of operation? Explain your answer. _____

2. In your opinion, how could Veshon modify or improve his business to increase the chance of making a profit? State specific examples to support your answer. _____

3. What skills do you feel are necessary to make a business like Veshon's become a success? Be specific. _____

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BIKING BROTHERS

Robert and Rick Radical are two brothers who grew up with the same obsession - BIKES! They made a promise to one another at a young age that once they finished high school they would go into business together and run their own bike shop. Last year, that dream became a reality when they were hired as the new regional co-managers of The Torqued Tough Bike Center located in their home of Boulder, CO. The Radicals were on their way to a business in biking! "The only thing you boys need to do," said Jack McMurphy, President of TTBC, "is run the business and sell, sell, SELL!"

Like Mr. McMurphy said, all the brothers needed to do was run the business and sell bikes. It sounded easy enough; they knew bikes like nobody else. And what could be so hard about running a business? A little bookkeeping and the rest would take care of itself, right?

The Radicals loved running the bike shop. It was a lot of work, but they were doing what they loved: selling, talking about and fixing bikes. Then, two weeks from the end of the year, Mr. McMurphy called and asked them to prepare an end-of-year presentation that would show the company's shareholders how well the TTBC was doing. He wanted to know their total purchase costs, wages paid and total sales for the year. Plus, he wanted the results displayed in graph form so he and his investors wouldn't have to read pages of information.

"I'm a busy man boys, so make the information easy to read. See you in two weeks," said the president. "I can't wait to see those charts!" The Radicals knew they were good salesmen. But they suddenly realized they weren't very good bookkeepers. As Rick looked over their financial records for the year, panic set in. Nothing made sense. Some months contained actual numbers while others contained nothing more than short phrases or clues as to the correct dollar amounts.

"I can't figure out any of this stuff! These books are totally confusing! How could we goof these up so badly, Rob?!" screamed Rick. "Our jobs are riding on this presentation! We've got to straighten out these records or we can kiss our jobs good bye!" Rob had the answer. "I've got an idea that'll solve our problem and save our jobs," he said. "We'll hire an accountant to organize our books, add up our merchandise purchases, wages, and total sales and present us with a neat package we can present to Mr. McMurphy. Problem solved!"

Here's where you enter the picture. Rob and Rick have hired you as their business accountant (at your standard fee of $950.00 per week!). The Radicals have provided you with the Year End Income Statement for TTBC and hope you can straighten things out for the company meeting. Use the attached graphs to display the information you find.

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TTBC YEAR END INCOME STATEMENT

Merchandise Purchased for Sale (monthly)

JAN	$5,000.00
FEB	1/2 of January's purchases (it was a slow month!)
MAR	1 1/2 times more than February's purchases (multiply by 1.5)
APR	$6,500.00 (stocking up for the summer rush)
MAY	Purchases were the sum of February's and March's totals
JUN	$8,500.00
JUL	Purchases totaled 95% of May's purchases (multiply by .95)
AUG	The sum of the purchases from February and 1/2 of April
SEP	$4,800.00 (our slowest month since March)
OCT	75% of June's purchases (multiply by .75)
NOV	Purchases totaled $1,250.00 less than April's total
DEC	1/2 of the sum of February, March, and September's purchases

Total Merchandise Cost: _____

Average Cost per Month: _____

Wages Paid to Employees (monthly)

TTBC employees are paid on an hourly basis at $6.50 per hour. They are paid for 8 hours per day or 40 hours per week. Because it is a seasonal business, we don't need all 10 employees working 40 hours a week every week. Below are the total hours of work for each month. We forgot to write down the amount in wages...sorry!

	Total Hours per Month	Wages
JAN	240 hrs.	_____
FEB	265 hrs.	_____
MAR	315 hrs.	_____
APR	600 hrs.	_____
MAY	905 hrs.	_____
JUN	1,200 hrs.	_____
JUL	1,125 hrs.	_____
AUG	1,005 hrs.	_____

(Continued on next page)

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	Total Hours per Month	Wages
SEP	800 hrs.	_____
OCT	810 hrs.	_____
NOV	520 hrs.	_____
DEC	480 hrs.	_____

Total Hours worked: _____ Total Wages Paid: _____

Average hours per month: _____ Average wages per month: _____

Bicycle Sales per Month

JAN	Sales totaled the sum of the wages from April and May
FEB	$3,300.00
MAR	Sales equaled 50 percent of the merchandise costs from June
APR	Sales were 3 times February's sales plus $1,250.00
MAY	Sum of June and July wages added to $4,010.00 divided by 2
JUN	$17,045!! It was the best month in the history of the company!!
JUL	Sales equaled 80% of June's sales (multiply by .8)
AUG	Add 1/2 of August's wage costs to September's merchandise costs
SEP	$4,895.00 (sales dropped; a very rainy month!)
OCT	1 1/2 times the merchandise costs from March (multiply by 1.5)
NOV	Sales equaled the difference between June sales and April wages
DEC	Double the wages from January, June, and October; then cut them in half

Total Amount in Sales: _____

Average Sales per Month: _____

For the next step in the bookkeeping process, use the graph outlines on the following pages to compile the information you have calculated for the Radicals. Make sure you divide the "Dollars" line into equal parts so as to give your graph a realistic appearance. Information of this type would be best represented by a line graph or a bar graph.

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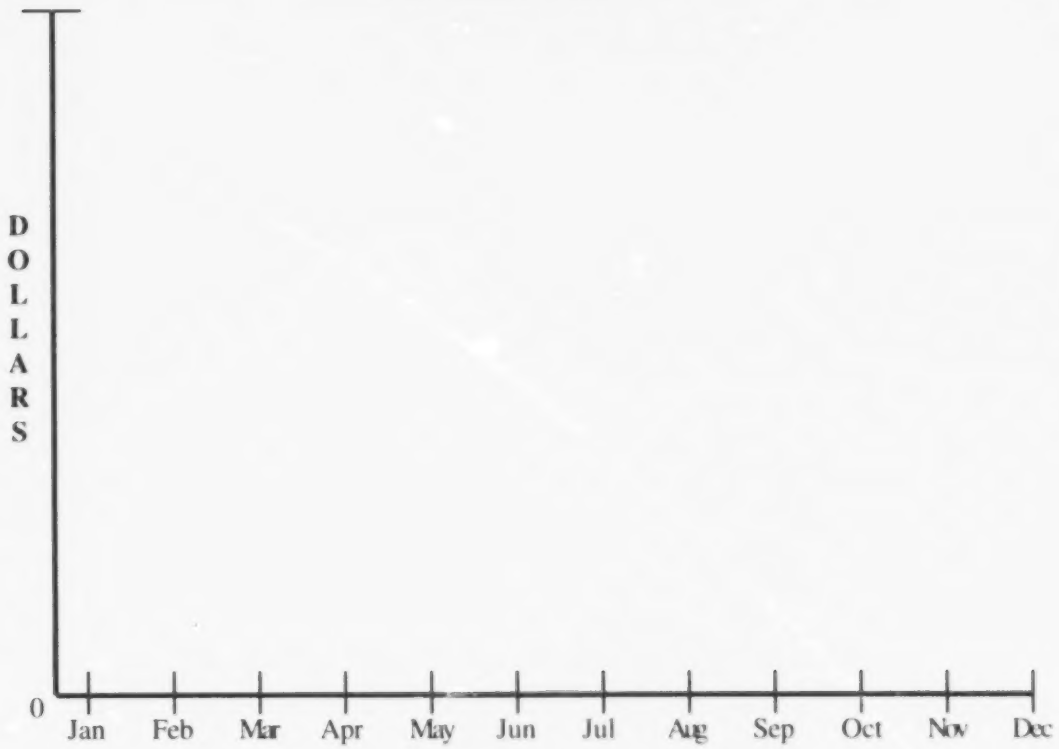
Merchandise Purchased



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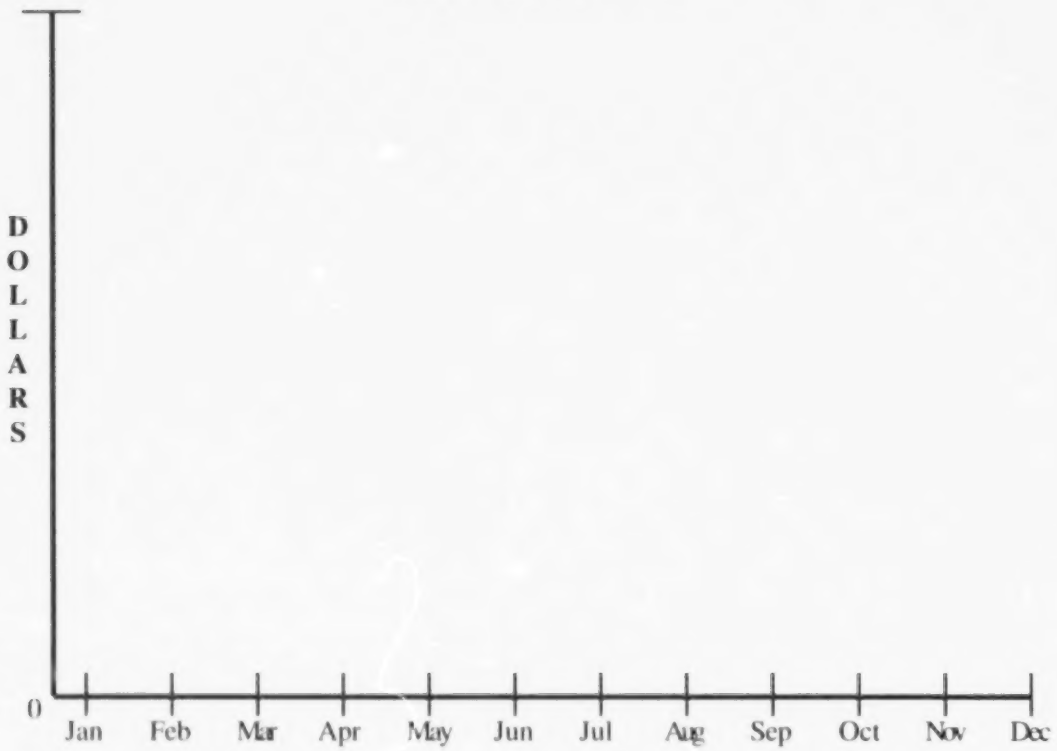
Wages Paid Per Month



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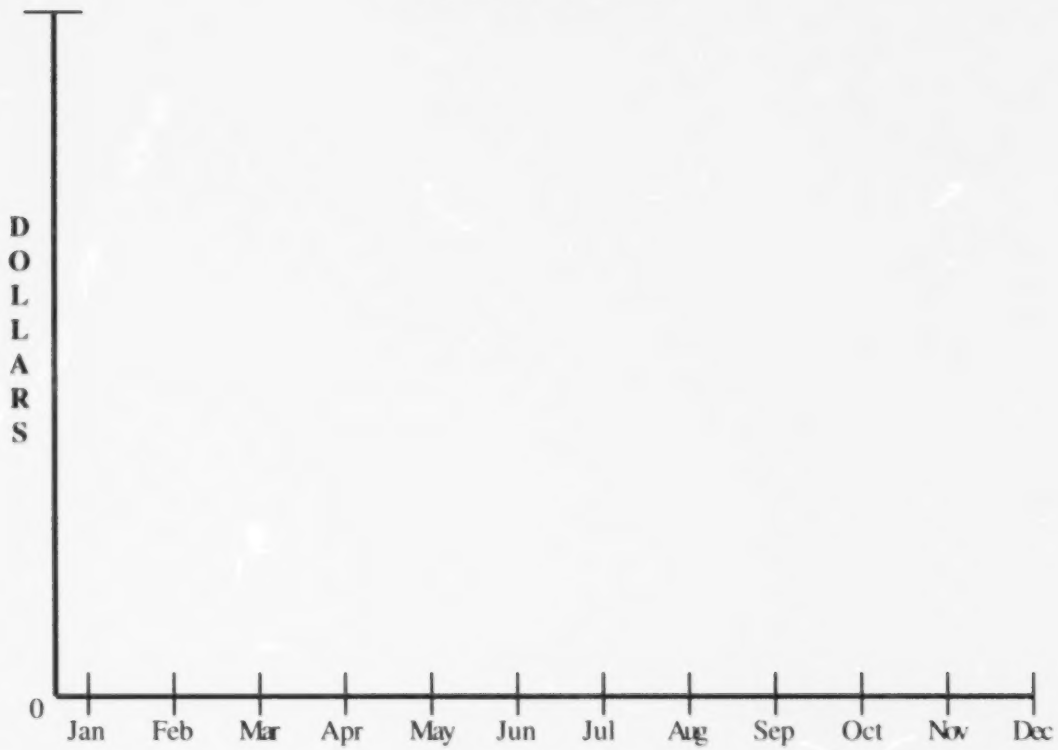
Total Sales Per Month



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GROWIN' THE GREEN

Houghton, MI lies on the south shore of Lake Superior in Michigan's Upper Peninsula. As you can imagine, Houghton is accustomed to winter, with the first snowfall usually occurring in early October and the spring thaw kicking into gear sometime in late April or early May. What better place to grow - EVERGREEN TREES!

That's exactly what Red and Martha Maples thought when they opened their tree nursery, Tree City USA, almost 20 years ago. It has been a fairly profitable business for them, except when Mother Nature deals them a bad hand. That's what happened with their current crop of spruce trees ready for harvest for the upcoming holiday season.

Six years ago, the Maples purchased 400 spruce trees (a common holiday tree) at a cost of $12.00 per tree. Under normal growing conditions, a spruce will take six years to grow from a sapling to mature size (6 to 7 ft.) and ready for someone's den or living room. During the six-year growing period, Red and Martha spent $1,000.00 per year for the care and maintenance of their crop. This is common for the types of trees they raise.

Storm damage, deer, natural death and disease resulted in the loss of 1/4 of their spruce crop. Under normal conditions, 1/8 of the saplings will not make it to harvest, so this was an unusually harsh growing period.

All was not lost, however. "As long as I make a profit and my customers are happy with the price," said Red, "I'll be happy." He figured out that if he charged 3 times the amount he paid for each tree, he would still make a decent profit and all would be well at Tree City USA!

1. Was Red accurate in his calculations? Did he make a profit? Why or why not?_____

2. How many trees would the Maples have lost under normal growing conditions? How many trees did they lose from their original crop? How much did the loss cost in sales?

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3. If you were managing Tree City USA, how would you have handled this situation?

Explain what you would have done to get a return on your investment.

4. Locate Houghton, MI on a map of the United States. Determine whether or not transporting trees to outlet stores would be a possibility for this business. How far would the Maples have to transport their trees to reach a sizeable population area of over 50,000 people?

Do you think the location of the business has an effect on shipping possibilities?

If so, how?

What costs would the Maples have to include if they were to begin shipping their trees to other locations?

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PICTURE THIS

Heather Hardwood loves wood! All her life, she has been fascinated with anything made out of wood. Capitalizing on her lifelong hobby, Heather opened a picture framing shop that specializes in, you guessed it, wooden picture frames! She constructs her frames out of her favorite wood, oak.

In order to make her business efficient, Heather makes the frames from pieces of oak measuring 10 inches, 15 inches, 20 inches, and 25 inches. Every combination of these sizes is used in her frame construction. 10 inches by 20 inches and 15 inches by 25 inches are two of her more popular sizes.

Heather's pricing structure is simple: the more wood needed to make a frame, the more money she charges to make it. She has set up a cost guide that she follows to price each of her frames (material cost is listed below each price). Her cost guide is listed below:

Cost Guide

40-60 inch frames = $20.00
Material Cost = $12.50
61 - 80 inch frames = $25.00
Material Cost = $14.50
81 -100 inch frames = $35.00
Material Cost =$22.50

Chester Moneybags, a regular customer and caretaker of the museum, just received a shipment of valuable oil paintings he would like framed for display in the East Wing of the museum. It happens that Chester needs one frame of every size that Heather makes. She gladly accepts the order and tells Chester to come back in three days at which time his order will be ready.

(Answer the following questions on Page 45.)

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Write your answers to the following questions in the spaces provided. Make sure you write your answers in complete, organized paragraphs.

1. Determine how many frames Chester ordered, the size of each frame and the amount he is going to be charged for his purchase.

2. Determine the amount of profit Heather will make on this sale. Is this a good amount of money for three days of work? Why or why not?

3. In your opinion, does this sound like a good business to run? Why or why not?

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THICK AS A BRICK

Rocky Slabb is the owner of a well-known masonry and concrete company, Thick As A Brick, based in his home town of Chagrin Falls, Ohio (a suburb of Cleveland). Rocky's specialty is brick walls of all shapes and sizes. He prides himself in providing his customers with outstanding service and craftsmanship, along with a quality product that will stand the test of time. Business is booming for Rocky, as it seems everyone wants a brick wall built these days!

Recently, Rocky was asked to submit a bid (price estimate) to build a single brick wall 100 feet long by 5 feet high by 6 inches thick (100' x 5' x 6"). It turns out that this customer had a bit of bad luck during a recent storm that passed through the Cleveland area. Several large oak trees fell on one portion of a brick wall that surrounds the customer's back yard. The entire wall did not need to be replaced, but 100 feet of it was damaged beyond repair. Before the customer hires Thick As A Brick to do the work, they want to know that they are getting the best deal, which is the purpose of a price estimate for a job.

The customer requested a specific brick size of 12 inches long by 6 inches high by 6 inches wide (12" x 6" x 6"), so the new section will blend in with the existing old section. Rocky has plenty of that size brick in stock and knows that if he needs more he can place an order and have them within an hour. In order to submit an accurate and fair bid, he needs to do some simple math calculations to figure out how many bricks it will take and the cost of that number of bricks.

Unlike most of his competitors, Rocky doesn't charge by the hour or for mortar (the material that holds the bricks in place), he charges by the brick. He buys the 12" x 6" x 6" bricks for a flat fee of $2.00 per brick, but he charges the customer $2.50 in order to make a profit. By doing this, he can give the customer a lower price than his competitors can but still make enough profit to keep his business thriving.

1. Determine the number of bricks Rocky will need to finish this particular job. Include 10 extra bricks in your estimate to allow for breakage or other damaging that may occur. Below, give the total number of bricks needed (plus 10), and explain how you arrived at this amount for the customer. _____

_____

_____

_____

_____

_____

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2. Now that you have determined the number of bricks Rocky will need to finish the job, give the customer an estimate of the cost at a charge of $2.50 per brick. How much will Rocky earn as a profit for this job if he pays $2.00 per brick? _____

3. Is this a good way to do business? Why or why not? What problems could you see developing at some point with a payment plan like the one Rocky has set up for himself?

4. If you owned Rocky's business, how might you set up your payment plan? Would you be paid by the brick, too? What other methods of payment might prove to be more profitable for a business owner? Explain them below: _____

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CHOW DOWN

La Cocina is a flourishing restaurant in an area of Chicago known as Lincoln Park. The area boasts countless fine restaurants to please a variety of tastes. Only the best survive and remain year after year to build on their reputations and faithful clientele.

Jacinto Lopes and his wife, Maria, represent the third generation of the Lopes family who have maintained La Cocina's reputation as one of Chicago's premier Mexican restaurants. "Give the customer good food, friendly service at a reasonable price and they'll keep coming back for more," says Maria, the restaurant's hostess and business manager for more than 10 years. Jacinto rarely gets out of the kitchen as it is his duty to prepare the meal using recipes that have been in his family for more than 100 years.

Maria is also responsible for hiring waitresses, waiters and bus boys and girls (the people who set and clear tables). "As anyone in this business knows, the restaurant is only as good as its staff," says Maria. "You can have the best food in the world, but if the staff isn't professional and efficient, customers will not come back."

Several years ago, Maria hired Johanna Monterey as La Cocina's head waitress, and she has become the most productive worker on the wait staff. Johanna usually works five nights a week, including Fridays and Saturdays, the busiest days of the week. She and the rest of the wait staff make a special effort to serve their customers in a friendly and professional manner.

The wait staff (Johanna, Lupe, Juan and Roberto and the bus boys and girls) each make $2.10 and hour, far below the minimum wage. But in their line of work, tips are everything, and they each make 15% or more in tips from each table they serve during their shift. As Johanna says, "I can make more than $100 in tips on a good night, so when business is cookin', I make a decent living."

On a recent Saturday, La Cocina did $3,200 in business between 5 p.m. and 11 p.m. The rule is that, at the end of the night, the tips are divided up in proportion to the amount of business each waiter or waitress handles. During this particular evening, Johanna's table section generated the most business for La Cocina, because she is quick, friendly and has extensive knowledge of the menu. One-fourth of the money came from her section.

Lupe, another waitress, was responsible for one-sixth of the business. Juan accounted for one-fifth of the total and Roberto, who had just started a week ago, handled one-eighth of the business (not bad for a beginner). The remaining amount is split evenly among the eight bus people.

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At the end of the evening, it is Maria's job to figure out how much each waiter, waitress and bus person should receive in wages and tips. Below is a form she developed and uses on a daily basis to track those amounts for her personal records. Using the information provided above, determine the amount each worker should make in wages, tips and their total for the evening.

Waiter/Waitress	**Wages**	**Tips**	**Total Amount**
Johanna			
Lupe			
Juan			
Roberto			
Each table bus person			

On the lines below, discuss the qualifications and skills you think are necessary to hold the positions in this business. Be specific and write your answers in detailed, complete sentences.

Jacinto's qualifications _____

_____

_____

Maria's qualifications _____

_____

_____

Wait staff qualifications _____

_____

_____

Table bus person qualifications _____

_____

_____

_____

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Answer Key

Sales and Marketing Job Listing Information Search

1. -Sales Experience (1-2 years).
   -College degree or related experience
   -Drive and determination to meet challenges and work independently

2. -$190.50 per week income
   -$762.00 per month income
   -$9,144.00 per year income

3. -Sentences should include: knowledge of programs popular among general public.
   -$1,800.00 per month income

4. -Responsible for selling in our showroom as well as servicing customers in parts department.
   Hourly wage of $5.75 plus commission

5. -See the person at the 54th Street store between the hours of 8 a.m. and 5 p.m.
   -Plan on selling golf, tennis and racquetball equipment
   -Hourly wage of $5.00 per hour or $40.00 per eight-hour shift

6. -Nursing experience or 2-5 years of sales work a must
   -$35,000 salary plus commission plus car

7. -Paragraph answers will vary

Professional and Technical Job Listing Information Search

1. -$1,901.00 per month for all other expenses
   -Explanations will vary

2. -Candidate qualifications: 1-2 years of experience in conducting and recording laboratory test results; electrical, mechanical and computer skills; good verbal and written skills as well
   -$3,250.00 monthly income

3. -Salary in the mid $50,000s
   -Incentives of $4,000.00 bonus to accepted applicant as well as $1,500.00 if you can start in the next three weeks
   -Answers will vary

4. -Requirements: Bachelor's Degree in Music or Business; energetic music professional with solid experience and connections in the commercial recording industry
   -Answers will vary

5. -Answers will vary

6. -Answers will vary

Miscellaneous Employment Job Listing Information Search

1. -Paragraph should include: requirements of a high school diploma or GED, ability to do lifting, carrying, bending, walking and standing
   -Starting pay of $13.65 per hour

2. -Answers will vary

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3. -Veterinary Assistant
   Job Responsibility: assisting checkups, minor surgical procedures
   Qualifications: must be a pet lover, have general knowledge of animals and basic animal care
   Starting Pay: $7.75 per hour with raises possible every 3 months
   Hours: 6am to 4pm, Monday - Friday, Saturday mornings until noon
   Phone Number: 555-BARK (2275)
   -Zoo Worker
   Job Responsibility: general maintenance and care of the zoo grounds as well as cleaning of cages and dens
   Qualifications: neat appearance, possess a driver's license, be at least 16 years old, have excellent people skills
   Starting Pay: $5.10 per hour
   Hours: 40 hours per week and seasonal are possibilities
   Phone Number: 555-9971

4. -Answers will vary

Fishy Business *(all mileage amounts are calculated using linear distance and are approximations; allow for variations)*

1. -Route 1: total order cost of $17,600; route mileage of approximately 1,560 miles; route cost of $3,100.00
   -Route 2: total order cost of $17,845; route mileage of approximately 1,435 miles; route cost of $2,000.00
   -Route 3: total order cost of $17,330; route mileage of approximately 1,005 miles; route cost of $2,000.00
   -Route 4: total order cost of $19,890; route mileage of approximately 1,200miles; route cost of $2,000.00
   -Route 5: total order cost of $22,905; route mileage of approximately 1,645miles; route cost of $3,100.00
   -Route 6: total order cost of $20,045; route mileage of approximately 2,410miles; route cost of $4,500.00
   -Total mileage costs: $16,700.00

2. -The sum of all of the orders for this week totals $115,615
   -Additional costs may be in the form of insurance, boat maintenance, building rental, vehicle rental, docking fee, packing fee, boat workers wages, equipment maintenance and storage, general storage costs, refrigeration, etc.

3. -Yes. They will have $98,915 from these deliveries once the transportation costs are taken away.
   -No. Because they have other monthly bills to pay other than shipping costs; see answer number 2.

4. -Organized, hard working, driven to succeed, good management skills, good people skills, planning skills and good fishing skills too.
   -Risks may include: weather is a factor in fishing, transportation, pollution concerns, lack of fish, seasonal work, can't fish in winter, etc.

5. -Answers will vary

Designer Duds

	Amount Due	Profit/Loss
Keo	$1,000.00	+$500.00
Conchita	Nothing	+$375.00
J. Bellamy	$1,500.00	-$250.00

1. Veshon has $6,035.00 of monthly debts and he ended up with a total of $625.00 from the month's sales. Subtracting his sales from his total debts will give him a total of $5410 of debt for the month. Explanations will vary.

2. Possible answers: charge more (increase markup cost), buy from different designers, move to a cheaper storefront, etc.

3. Possible answers: knowledge of fashion trends, good math skills, friendly, etc.

Biking Brothers

1.	Merchandise Purchased	Wages	Sales
JAN	$5,000.00	$1,560.00	$9,782.50
FEB	$2,500.00	$1,722.50	$3,300.00
MAR	$3,750.00	$2,047.50	$4,250.00
APR	$6,500.00	$3,900.00	$11,150.00
MAY	$6,250.00	$5,882.50	$9,561.25
JUN	$8,500.00	$7,800.00	$17,045.00
JUL	$5,937.50	$7,312.50	$13,636.00

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	Merchandise Purchased	Wages	Sales
AUG	$5,750.00	$6,532.50	$8,066.25
SEP	$4,800.00	$5,200.00	$4,895.00
OCT	$6,375.00	$5,265.00	$5,625.00
NOV	$5,250.00	$3,380.00	$13,145.00
DEC	$5,525.00	$3,120.00	$14,625.00
	$66,137.50 Total	$53,722.50 Total	$115,081.00 Total
	$5,511.50 Average/Month	$4,476.90 Average/Month	$9,590.08 Avg/Month

2. -Total hours; 8265
   -Average per month; 688 to 689 hours

Growin' the Green

1. -No, he was not accurate in his calculations. He paid $4800.00 for his trees 6 years ago and spent $6000.00 to grow them to maturity, which means that he needed to make at least $10,800 to break even on the deal. He sold the trees for $36.00 a piece which made him $10,800. He broke even, barely!

2. -They would have lost 50 trees under normal growing conditions (1/8 of 400 is 50)
   -They lost 100 trees from their original crop (1/4 of 400 is 100)
   -They lost 50 more trees to damage than they had anticipated. Those 50 trees would have represented an extra $1800.00 in sales, in which case they would have made a profit

3. -Answers will vary

4. -Thunder Bay, Northern Ontario, Canada; distance from Houghton by truck/train is 400 miles, by boat across Lake Superior is approximately 100 miles (in good weather!)

   -Green Bay, WI, USA; distance from Houghton by truck/train is 200 miles
   -Yes, location adds to the cost of owning and running a business if the owner has to pay to ship the product to locations so it can be purchased
   -Additional costs could be found in fuel for the trucks, additional labor costs, vehicle rental/purchase, insurance, etc...

Picture This

1. -Chester ordered a total of 10 frames for the museums
   -Frame sizes are: 10 x 10, 10 x 15, 10 x 20, 10 x 25, 15 x 15, 15 x 20, 15 x 25, 20 x 20, 20 x 25, 25 x 25
   -It will cost Chester $250.00 to pay for all 10 of his frames

2. -It will cost Heather $153.00 to pay for the wood to make the frames which would leave her with a profit of $97.00
   -Answers will vary

3. -Answers will vary

Thick as a Brick

1. -1,000 bricks will be required to do the job (1010 with the ten extra added for breakage)

2. -$2,500.00 charge to the customer to do the job
   -$500.00 profit; Rocky pays $2000.00 for the bricks (2500 - 2000 = 500)

3. -Answers will vary

4. -Answers will vary

Chow Down

	Wages	Tips	Total
Johanna	$12.60	$120.00	$132.60
Lupe	$12.60	$80.00 (Approx.)	$92.60
Juan	$12.60	$96.00	$108.60
Roberto	$12.60	$60.00	$72.60
Each bus person	$12.60	$15.50 (Approx.)	$28.10

Answers will vary for the qualities necessary for Jacinto, Maria, the Wait Stff and Bus People.

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Notes

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About Workplace Basics . . .

As today's curriculum guidelines require a practical, integrated, work-based approach, Workplace Basics is the ideal teaching tool to prepare students of various levels for the real world.

An introduction to the workplace, including how to fill out a job application and how to gather information from classified ads.

Situational problems that put the students in the middle of the business world.

A creative and proactive method for integrating career skills into your curriculum.

About the Author . . .

Workplace Basics is written by Kevin Hackett, a middle school math teacher and proponent of career based education.

"I've completed a unit to go along with Workplace Basics and couldn't find a more appropriate assignment that met my objectives. I wrote Workplace Basics to help teachers like me to successfully integrate a career-based curriculum, regardless of their teaching area."

Kevin G. Hackett, Workplace Basics

What Educators Say . . .

"Workplace Basics includes a variety of activities that will help students begin to think about careers and relate them to see how careers integrate learning across subject areas."

Dr. Richard Ishler
School of Education
University of Wisconsin-Whitewater

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